



# JOB ANNOUNCEMENT

## **Coastal Program Analyst I or II Statewide Enforcement Program, Legal Division Ventura**

Full-Time, Limited-Term Position  
(with the possibility of extension or becoming permanent)

The California Coastal Commission regulates and plans for development within offshore waters and on land along the California coast. The mission of the Coastal Commission is to provide for balanced use of the coastal zone and to protect, restore and enhance coastal and marine resources for the continuing benefit of current and future generations. The Statewide Enforcement Program of the Coastal Commission employs coastal program analysts to assist in enforcement of the Coastal Act and permit requirements, enforcement program policy development, and mandated tasks related to land use regulation in the State's coastal zone.

Enforcement staff investigate and resolve Coastal Act violations that can involve either development activities undertaken without first obtaining a coastal development permit or activities undertaken in violation of a permit issued under the Coastal Act. The Coastal Commission's district enforcement staff is the frontline of the enforcement program; investigating reported violations and working on resolving violations at the district level. Serious violations may be elevated to our San Francisco Office for appropriate legal action including administrative proceedings and litigation for civil penalties. Job duties for the enforcement analyst include:

- Field work, investigation and analysis;
- Dispute resolution and settlement negotiations;
- Drafting correspondence and settlement documents as necessary to investigate and resolve enforcement matters;
- Review of after-the-fact permit recommendations that would resolve violations of law or other permit matters related to enforcement issues;
- Case record-keeping and maintenance of program database;
- Coordination with Local, State and Federal jurisdictions;
- Preparation and presentation of staff recommendations to the Commission for cease and desist and restoration orders;
- Preparation of case referral for litigation by the Office of the Attorney General; and
- Litigation support for the Office of the Attorney General;

Employees are responsible for keeping their supervisor aware of the status on all assigned cases, coordinating with statewide enforcement staff, permit and other staff and working with supervisors as necessary and appropriate. Employees are responsible for making everyday decisions relating to enforcement program functions as assigned. They work closely with the public, other state and local entities and a variety of other involved parties. Enforcement staff represent the Program upon request at Coastal Commission staff meetings, inter-agency meetings, and in front of the Coastal Commission.

**QUALIFICATIONS:** Knowledge of the Coastal Act, the Coastal Commission's permit and planning process, and some experience with legal issues is critical. Persons with the following education and/or work experience would be preferred: land use planning and regulation, environmental law,

environmental science, water quality, geology, or related fields. The successful candidate(s) will demonstrate strong analytical skills and the ability to research and interpret legal and coastal resource issues. Strong communication skills (both writing and speaking) and the ability to work as a team member in a fast-paced legal environment are critical attributes.

Duties will be adjusted commensurate with the level at which the position is filled.

**ELIGIBILITY:** Individuals on the Coastal Program Analyst I and/or Coastal Program Analyst II eligible list may apply. Current or former State employees with transfer or reinstatement rights at the Coastal Program Analyst I or Coastal Program Analyst II level may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Coastal Program Analyst I or II classification.) Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

**SALARY:** Coastal Program Analyst I - \$3,168 - \$4,906 per month  
Coastal Program Analyst II - \$4,711 - \$5,900 per month

**CONTACT:** For information about the position: Andrew Willis, Enforcement Supervisor for the Southern Districts, at (562) 590-5071.

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov).

**FILING:** The position will be open until filled. We would like to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit a current resume, a State Application Form 678 (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)) and a writing sample (5 pages or less) to:

HUMAN RESOURCES OFFICE  
CALIFORNIA COASTAL COMMISSION  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 / toll free: 1-866-831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

**Please indicate “Coastal Program Analyst I or Coastal Program Analyst II, Ventura” in the Examination or Job Title section on the State Application Form 678.**

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: [WWW.COASTAL.CA.GOV](http://WWW.COASTAL.CA.GOV). IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US OR CALL THE ABOVE NUMBERS.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711